

BEDFORD COUNTY

PART-TIME ANIMAL SHELTER OPERATOR (TEMPORARY POSITION)

Bedford County is accepting applications for a temporary part-time Animal Shelter Operator. The candidate will be required to work 20-30 hours per week, which includes Saturdays and Sundays. The person in this position will be responsible for working with the public to promote the adoption of animals from the Animal Shelter. Persons applying should have a general knowledge of, and an interest in dogs, cats, and other small animals; ability to physically handle, feed, and provide water to the housed animals; ability to clean cages; general knowledge of pertinent laws, regulations and ordinances, and some knowledge in record keeping and reporting. Salary is \$9.57/hour.

Applications and job descriptions are available on our website: www.co.bedford.va.us and are also available from the Bedford County Human Resources Department, Bedford County Administration Building, 122 East Main Street, Bedford, VA 24523, (540) 586-7601. EOE, ADA

ANIMAL SHELTER OPERATOR - 4311

GENERAL DEFINITION OF WORK:

Performs intermediate semiskilled and clerical work in animal care, public contact, cleaning of premises in animal control operations; does related work as required. Work is performed under regular supervision. Supervision may be exercised over temporary and volunteer workers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing animal shelter services; receiving, processing and caring for animals; assisting the public; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Feeds and waters animals; inspects health of animals.
- Cleans, grooms and returns animals to cages.
- Cleans and maintains office, premises and animal areas.
- Answers telephone and waits on customers.
- Assists with volunteer program; trains volunteers.
- Marks and euthanizes animals.
- Picks up supplies and donations.
- Assigns animal tracking numbers.
- Stocks and maintains supplies and storage area.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of small animal care and behavior; skill in handling animals; skill in cleaning and general custodial duties; ability to deal effectively and tactfully with the public; ability to prepare and maintain files and records; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in working with and caring for animals.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, standing, walking, lifting and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; the worker is subject to noise, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of euthanasia certificate.